

Term	Nomenclature
Performance Period	The contractual interval of time during which the SP is solely responsible for accomplishment of all activities set forth in this PWS through day-to-day management of the required service. (This period excludes the transition period and any interval between award and commencement of performance of the PWS).
Performance Work Statement (PWS)	A written description of the work to be performed by a contractor or the government's Most Efficient Organization (MEO).
Permit System	A carrier pre-authorization system whereby carriers and vendors call for an appointment for delivery.
Physical Inventory	The procedure which determines if the stock point record balance is or is not in agreement with assets on-hand at the storage site. Physical inventory consists of physical counts of the material in the warehouse and comparison of those counts with the stock point record balance after consideration of recent in-process transactions (e.g., receipts, issues). The physical inventory is considered to be "completed" when either the record balance has been determined to be correct or an adjustment is processed.
Physical Inventory Code	A one-position alpha/numeric character, which identifies the type of inventory being conducted.
Physical Inventory Completion Code	A one-position alpha character, which indicates the month the last inventory, was completed.
Physical Inventory Control Period	The period of time during which in-process documents/ material are identified and used to determine if the physical count quantity is in agreement with the stock point record balance. The inventory control period is initiated at least five workdays prior to the actual cutoff date but no more than 15 workdays prior to the actual cutoff date. The inventory control period ends upon completion of the physical inventory counts and processing of physical inventory adjustments. Under AIR, there are five days from preliminary to actual cutoff and 30 days from actual cutoff through adjustment processing for scheduled inventories. For unscheduled inventories, the control period is five days plus 15 days.
Physical Inventory Research	An investigation of potential or actual discrepancies between physical count and stock point record balances. The purpose of this research is to determine if the record balance is correct and to determine the cause of selected discrepancies. The three types of research are post-count validation, preadjustment research, and causative research.
Physical Receipt	The first phase of receiving operations that consists of truck control, off-load and in-check processes.

Term	Nomenclature
Physical Security	Those actions taken to preserve Government property and protect equipment from loss or damage.
Pilferable Items	Material having a ready resale value, or application for personal possession and which is, therefore, especially subject to theft.
Post-count Validation	A comparison of the physical count with the stock point record balance or another count, with consideration of in-process transactions that have occurred after the actual cutoff date. The purpose of post-count validation is to determine the validity of the count. Post-count validation research ends when the accuracy of the count has been verified or when any necessary recounts have been taken or the discrepancy is \$1,000 or less for non-controlled items.
PowerTrack	PowerTrack is an Internet based commercial transportation payment and transaction tracking system developed by U.S. Bank for use in the freight transportation industry. PowerTrack provides the ability to pay for transportation services in an electronic environment. Features include, electronic invoicing; electronic reconciliation/certification; audible records system; carrier "Fast Pay" capability; elimination of individual carrier invoices.
Preadjustment Research	An investigation of potential discrepancies which involves the consideration of transactions which occurred up to 60 days prior to the preliminary cutoff date, unposted or rejected transactions, and search of temporary location areas to determine the correct balance. Preadjustment research ends when the balance has been verified or the adjustment quantity determined and processed.
Preliminary Cutoff Date	The date on which inventory controls are established and tracking of the in-process transactions begin.
Primary Location	The first warehouse space assigned to an item of stock and recorded in the primary location field of the MSIR.
Priority Designator (PD)	The two-digit numeric entry made by the initiator of a requisition, which relates to the mission of the requiring activity and the urgency of need for the material.
Procuring Contracting Officer (PCO)	The sole individual authorized to enter into contracts on behalf of the Government. Upon award, the PCO may be referred to as the Contract Administrator.
Program Control Card (PCC)	A computer image that establishes parameters under which a program will run.
Project Code	A 3-character code assigned to identify projects of a special program nature for recognition throughout any distribution system.

Term	Nomenclature
Proof of Delivery (POD)	A document signed and dated by an individual acting on behalf of the consignee, which certifies that delivery has been made.
Proof of Shipment (POS)	Information posted to the requisition status file or available on the hard copy shipping document that serves as proof that the shipping activity released the shipment for onward movement to the consignee.
Purpose Code	A single digit alphanumeric code that identifies the owner of the material and its intended use.
Quality Assurance (QA)	Those actions performed by the Government to ensure services meet the requirements of the Performance Work Statement (PWS). (FAR 46.2 and the QASP)
Quality Assurance Evaluator (QAE)	The on-site Government person responsible for monitoring the SP's performance against the PWS and QASP.
Quality Assurance Surveillance Plan (QASP)	An organized written document used by the Government for quality assurance surveillance. The document contains specific methods to perform surveillance of the SP.
Quality Control (QC)	Those actions taken by a SP to control the performance of services to ensure compliance with the requirements of this PWS.
Real Time Inventory Counting (RTIC)	A client/server application used in the Physical Inventory area. RTIC will interface with the UADPS-U2 AIR (Application 1) system and the End of Day process by passing selected count requests between the mainframe and the server via the SNAXLINK communications process.
Receipt Control File (RKF)	A replicated file that contains all of the receipts that are due, in process and stowed. It is resident on the TANDEM computer system.
Receipt Due File (RDF)	A file containing all receipts that are due, in process and stowed. It is resident on the Burroughs and IBM computer systems.
Receipt Restriction Code (RRC)	A code assigned to stock records in suspense to prevent subsequent or MTIS receipts from being processed to stock.
Receipt Status Code	A 1-position alphanumeric character, which identifies the status of a receipt and the stage of deliveries.
Recurring Demand	A demand to replenish material utilized on a day-to-day basis.
Referral Order	An order (document identifier A4-) used between depots, inventory, managers, or other managers in an established supply distribution system for the purpose of passing correctly routed requisitions for continued supply action when the initial activity cannot fill the demand.
Repair Cycle	The item frame between the Designated Overhaul Point receipt of not-ready-for-issue material for repair and the return of the material to stock in a ready-for-issue status.

Term	Nomenclature
Repairable Item	An item of supply which, when it fails, is normally restorable to full, usable condition by maintenance action.
Report of Discrepancy (ROD) [(synonymous with Supply Discrepancy Report (SDR)]	1. A notification to a shipper of problems, deficiencies, damages, or delays in receipt of material or non-receipt of material. 2. Standard Form 364, which is used to report shipping or packaging discrepancies attributable to or the responsibility of the shipper. This form is prepared by the receiving activity.
Required Delivery Date (RDD)	The specific Julian date when material is required by the consignee.
Requisition	Demand or request for supplies or services on authorized form(s).
Requisitioner	1) An established, authorized organization (i.e., a DoD or non-DoD organization that has been assigned a DoD Activity Address Code) that has initiated a requisition. 2) Any Navy activity, afloat or ashore, with a Unit Identification Code (UIC)(assigned in the NAVCOMPT Manual, Volume 2).
Requisitioning Automated Processing System (RAPS)	RAPS is a database application that automates the material ordering and national stock requisition processes. A requisition is entered into the database and its progress is tracked during its life cycle. Through a series of screens and screen functions you may add, retrieve, modify, replicate, delete, and merge requisition information. RAPS is a multi-user, interactive, corporate management system which provided on-line updates, query capability, and activity reports. Requisition information automatically updates corporate and Central Design Agency (CDA) databases, e.g. UADPS-U2.
Requisition Off Line (ROL)	The mechanism to record a requisition that has been manually referred to an ICP/other stock point for filling.
Retail Stocks	1) Those items of supply designated for essential consumption or utilization by a particular operating activity. 2) Those stocks owned by the Navy when the Navy is not the Inventory Manager for the item.
Retrograde	A segment of the repairable cycle that begins when the end user turns in a unit in unserviceable condition and requisitions a replacement at a stock point.
Re-Warehousing	The physical relocation of material within or between storage complexes at the same stock point.
Scheduled Physical Inventory	A physical inventory of a selected group of items within a given period of time according to a predetermined plan (Annual Inventory Schedule).
Secondary Location	The second warehouse space assigned to an item of stock and recorded in the secondary location field of the MSIR.

Term	Nomenclature
Security Classification Code (SCC)	A single-position alpha/numeric code that designates the degree of Physical Security assigned to an item of material. There are two types of Security Classification Codes: Security and Pilferable.
Sensitive Material	1) Material that requires a high degree of protection and control due to statutory requirements or regulations. 2) Material identified by the manufacturer as losing effectiveness at some specified time period. 3) The predetermined time an item remains in issuable condition while in Storage.
Service Provider (SP)	The private or public sector entity, including its employees, producing the products or performing the services required by the Performance Work Statement under this award.
Shelf Life	The predetermined time an item remains in issuable condition while in Storage.
Shelf Life Action Code	A 2-position alpha or alpha-numeric code assigned to a Shelf Life Item that indicates what check, inspection, test or restorative action is due according to an Inventory Manager's instructions when the Shelf Life has expired. This code also indicates how long the Shelf Life can be extended once the restorative action has been taken (See NAVSUP Publication 485, Volume II, Appendix 9, Part R).
Shelf Life Code	A 2-position alpha or numeric code that identifies the life span of material. There are 2 types: Type I indicates material that cannot be extended. Type II indicates material that can be extended according to the Inventory Manager's instructions (See NAVSUP Publication 485, Volume II, Appendix 9, Part S).
Shipment Status	Advice of shipment including Estimated Shipment Date or the Date Shipped, the Transportation Control Number (TCN) or Bill of Lading Number, Parcel Post Registration Number where applicable, the Mode of Shipment, and the Port of Embarkation (overseas) or date available for shipment (CONUS).
Shipper	An activity or vendor who originates shipments.
Shipping Document	A Government form used to identify and issue/shipment unit (DD Form 1348-1 or DD Form 1149).
Shortage	A received quantity that is less than ordered or shown on the shipping document.
Signal Code	A 1-digit alpha character on a requisition that designates the consignee (ship-to) and the activity to receive the bill. On a material returns document the signal code designates the activity to "ship from" and the activity to receive credit.

Term	Nomenclature
Shore Station Integrated Information System (SSIIS)	A computer based client/server system that is designed to centralize, standardize, and normalize common business information throughout the Shore Station Competency into a single integrated information system.
Special Accounting Class (SAC)	A sub-account designation on the FIR that specifies where the transaction occurred (e.g., main supply or SERVMART) or the type transaction that occurred (e.g., DTO or Excess)
Special Maintenance Qualification (SMQ)	SMQ created on NALCOMIS system, setting unique parameters for relational database tables.
Special Material Content Code (SMCC)	A 1-position alpha code denoting physical characteristics of an item that shows it requires special handling and/or safeguarding.
Special Material Identification Code (SMIC)	A 2-position alpha or alphanumeric code assigned to certain material requiring Quality Control; Technical Design/Configuration Control; or "special" Purchasing, Receiving, Inspecting, Testing and Storage/Issue Control.
Spot Inventory Notification	A Spot Inventory Notification is generated by UADPS-U2 in response to a warehouse refusal or processing error and is delivered to the SP via guardmail.
Staged Material	Material placed in a temporary holding area awaiting dispositions; e.g., delivery or storage.
Status Code	A two-digit code used by the supplier to inform the customer of some condition, supply action or exception affecting the issue. Status Codes are defined and listed in NAVSUP Pub 437.
Stock in Transit (SITROD)	A discrepancy with an issue or receipt of ICP material related to trans-shipment, redistribution or referral action.
Stock Material	Material which is received for stock and not for direct turnover.
Stock Point	Those Navy shore activities (e.g., Naval Air Station, Naval Weapon Station) procuring and accounting for Navy Working Capital Fund material which are required to conduct and report physical inventories, location surveys, and quality control checks for Navy-owned material stored in a Navy-owned warehouse.
Stow	The process of moving material from receiving into a storage location.
Stratification (STRAT)	A process to extract, accumulate, and display extended money value supply data in a manner which relates on-hand and due retail assets to requirements (i.e., reasons for which material is held). This is accomplished semi-annually by program H-UJ02 which produces Retail Asset Status Cards (RASC), document identifier BA5, and card image tape for submission to FMSO.
Sub-custodian	A person who has assumed responsibility (via signing a sub-custody card) to the custodian for keeping material "secure" and preventing its unauthorized use. The person responsible to the custodian for knowing and reporting the location and current user of equipment; point of contact for inventory of the asset.

Term	Nomenclature
Substitute Item	<ol style="list-style-type: none"> 1. An item authorized for issue instead of a standard item of like nature and quality. 2. An item authorized for one-time use in place of another item, based on a specific application and request. 3. Equivalent or interchangeable items are not included in the term substitute item.
Suffix Code	A single character code that relates and identifies supply transactions for partial quantities of the original requisition or transaction without duplicating or causing loss of identity of the original document number.
Supplementary Address	A multi-use field on a requisition which may be used by the requisitioner to enter the Unit Identification Code (UIC) of another activity to designate that activity as 'Ship To' or 'Bill To' if shipment and/or billing is to other than the requisitioner. This field may also be used for local codes assigned by the requisitioner if "Y" is entered in the first position of the supplementary address field.
Supply Discrepancy	Errors reportable under NAVSUP Ps-723. This includes any variation in goods received from data shown on the shipping documents (GSA or DD 1348-1A; requisition; invoice/shipping document; authorized procurement delivery documents or vendor's packing list or other authorized shipping documents) which is not the result of a transportation discrepancy or product quality deficiency. Supply discrepancies encompass variations in condition or quantity, incorrect and misdirected material, receipt of canceled requirements, improper or inadequate technical data or supply documentation, and any unsatisfactory condition due to improper packaging which causes the material to be vulnerable to loss, delay or damage, or which imposes unnecessary expense to the U.S. Government; e.g., excessive packaging.
Supply Discrepancy Report (SDR)	A manual form (SF 364) or its electronic equivalent used to report a supply discrepancy or other type of discrepancy specifically authorized by SECNAVINST 4355.18A, e.g., specific types of product quality (including quality of service) or billing discrepancies in Security Assistance shipments. Also referred to as Report of Discrepancy (ROD).
Supply Status	Notification of any action by the supplier as to availability of material and intent to ship, non-positive supply availability decisions or a combination thereof.
Supply System Stock	Those inventories where a stock record is required to be maintained, showing by item the receipt, issue, and disposal of property, the balances on-hand, and other such identifying or stock control data as may be required. This includes in-stores wholesale and retail inventories financed by stock funds, as well as inventories financed by other appropriations.

Term	Nomenclature
System Constant Area (SCA)	SCA created on IBM, setting parameters on programs & systems (completed primarily upon implementations).
Tailgate Date	Julian date stamped on all incoming material at the time receiving personnel take custody from the carrier or a carrier offers material for delivery.
Tertiary Location	The third warehouse space assigned to an item of stock and recorded in the tertiary location field of the MSIR.
Test Bench Installation (TBI)	Depot level repairables installed within a test bench and used as part of the test bench in fault isolation testing.
THRUPUT	A number that is calculated using the following formula: RAPS FUELS Module posted receipts+ previous month's inventory
Traceable Shipment	Shipments which can be traced including all modes of shipment, with the exception of parcel post, mail, and local delivery.
Transaction Item Report (TIR)	A daily reporting system between stock points and stock position or condition. Receipts, issues, condemnations, inventory adjustments, transfers between sub-accounts and intended use are typical actions reported via TIRs.
Transaction Ledger on Disc (TLOD) File	A modified version of the Transaction Ledger that can be accessed by an on-line inquiry. The TLOD displays all the transactions of items for a particular time frame.
Transportation Account Code (TAC)	A four-digit code that identifies the appropriate Service, Agency, or contractor account to be charged for the transportation.
Transportation Control and Movement Document (TCMD)	1. The document required for Defense Transportation System shipments that lists all the data about the shipment and accompanies the material for transportation control purposes. 2. A document prescribed in MILSTAMP that controls the movement of shipment units entering the Defense Transportation System.
Transportation Control Number (TCN)	A 17-position alpha/numeric data element assigned to control a shipment unit throughout the transportation pipeline.
Transportation Discrepancy	Any deviation of shipment received (i.e., quantity, condition, documentation, or deficiencies)
Transportation Discrepancy Report (TDR)	A form used by shipping offices to document/report transportation problems or discrepancies.
Transportation Document	A document used to effect the shipment of material (GBL, CBL, Truck Manifest, TCMD).
Transportation Officer (TO)	Person(s) designated to perform traffic management functions.

Term	Nomenclature								
TRANSRECON	Transaction Reconstruction File on which all additions, changes and deletions to disc records are recorded. It is used to reconstruct files in the event of disc failure. Certain other records are written for subsequent use in financial applications, printing of the transaction ledger, printing of several other reports and statistical data.								
Triwall	A four-sided box, normally attached to a pallet, that is used to ship multiple item receipts.								
Troubleshoot	Identifying the cause/source/location of a problem.								
U.S. Army Tank Automotive Material Readiness Command (TACOM)	TACOM manages 9A cognizance.								
Uniform Automated Data Processing System (UADPS-U2)	A file-based computer system used to establish and maintain inventory records and levels for Navy Stock Fund (NSF) material. Processes customer requisitions received through RAPS and NALCOMIS interfaces and requisitions referred from Navy Department of Defense (DOD), and Inventory Control Points (ICPs) via Defense Data Network (DDN). Monitors "dues" (e.g., incoming or expected stock). Processes issues, receipts, storage and inventory of material. UADPS-U2 generates a multitude of informational and action reports. Also, provides the capability to generate Ad-Hoc reports.								
Uniform Material Movement and Issue Priority System (UMMIPS)	A DoD system which ranks requisitions and material movement transactions to determine the speed with which the material must be handled; i.e., the relative importance or urgency of a supply requisition.								
Unit Identification Code (UIC)	<p>A standard 5-digit alpha/numeric code prefixed by a Service Code which translates to a clear text address of installations, mobile activities, ships, and contractors and is used to identify the activity to which material, logistics documentation, and/or billing is directed.</p> <table> <tr> <td>Indianapolis</td><td>00163</td></tr> <tr> <td>Lakehurst</td><td>68335</td></tr> <tr> <td>Patuxent River</td><td>00421</td></tr> <tr> <td>Warminster</td><td>62269</td></tr> </table>	Indianapolis	00163	Lakehurst	68335	Patuxent River	00421	Warminster	62269
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Unit of Issue (U/I)	A two-digit alpha code which is used for requisitioning and issuing purposes.								

Term	Nomenclature
Unresolved Discrepancy	A discrepancy between the Stock or Property Book Material Record and the physical status of material in storage or in base operating supplies, for which no evidence of paperwork or bookkeeping failure is found during preliminary or causative research.
Unscheduled Inventory	An inventory occurring at any time and resulting from a variety of reasons: warehouse refusal, low quantity, time manager request or any suspected problem.
Virtual MSIR (VMSIR)	Asset visibility interface that employs SPLICENET/NLN/DUN networks and provides a stock point with the capability to obtain visibility of other stock point assets. Through VMSIR, a stock point may automatically refer both customer and stock replenishment requisitions against the available assets of the other stock points.
Warehouse Adjustments	A warehouse adjustment occurs when a physical material change must be made due to unit pack change, continuous length refusal or customer cancellation.
Warehouse Refusal	Regardless of stock record data content, notification that material in stock is of insufficient quantity or not in the proper condition code to process an issue.
Weapons Integrated Material Manager (WIMM)	A military service which is the Integrated Manager for material either peculiar to that service or directly related to the operation of its weapons systems.
Weapons Integrated Material Manager (WIMM) Cognizance	Material utilized by more than 1 military service, which is assigned to a single military service for item management. WIMEM material is identified in all Navy records by cognizance symbols 3C, 3N, 3G, 3Z, 5L, 5M, SN, 5P, 9E, 9F, 9H, 9I, 9J, 9K, 9O, 9S, 9V, 9W, 9Y.
Wholesale Inventory	Inventory over which the designated wholesale inventory manager (e.g., ASO, SPCC) has asset visibility and exercises unrestricted control. The navy uses the term wholesale with specific meanings: 1) The most common usage is to identify those items of supply not designated for any specific operational activity's consumption or utilization but stocked for eventual satisfaction of requirements placed on the entire supply system; and 2) Those stocks pushed to Navy stocking activities and for which TIRs are submitted to the Integrated Manager.
Work Stoppage	Relating to a customer's inability to perform normal work functions, or in the case of systems, the inability for a group of users to utilize systematic functions to perform work.
Working Days	Monday through Friday except for Federal Holidays and PRC shutdown days.
Zero Adjustment	A UADPS-U2 action that identifies a quantity from a physical count matches the MSIR.

Term	Nomenclature
Zero Assets	Occurs when the on-hand quantity and the due-in quantity of an item equal zero.

C-3 Section C-3, Government Furnished Items and Services

C-3.1 General Information

In accordance with the clause FAR-52.245-2, "Government Property (Fixed-Price Contracts) (Dec 1989)", the Government will furnish or make available to the service provider (SP) certain Government-furnished property (GFP) and Government-furnished services (GFS). GFP consists of Government-furnished facilities (GFF), Government-furnished equipment (GFE), Government-furnished software, Government-furnished information (GFI) and Government-furnished materials (GFM). The Government will furnish or make available to the SP the GFP described in TA-1 in "as-is" condition. The Government will also furnish or make available GFS as described in section C-3.3 of this PWS. The SP has the option of accepting or rejecting any or all of the GFP and GFS, except for certain Government-unique computer software applications, databases and systems (see TA-1). The SP shall supply all property and services that the SP utilizes, in addition to the GFP and GFS it accepts. Any computer equipment and network connectivity equipment supplied by the SP shall, when interfacing with the PRC, be operated in compliance with the latest issuances of NAVAIRINST 5230.13, "Naval Air Systems Command Headquarters Network (NHN) Internal Connectivity and Interface Control Policy," NAVAIRINST 5230.14, "Naval Aviation Systems Team Wide-Area Network Program Management," NAVAIRINST 5239.2, "Naval Air Systems Command Information Systems Security Program," NAWCADINST 5239.1, "NAVAIRWARCENACDIV Information Systems Security (INFOSYSSEC) Program," NAWCADINST 5510.1, "NAVAIRWARCENACDIV Information Personnel and Industrial Security Program Manual," NAWCADINST 5728.1, "Policy for Release of Information on World Wide Web Servers" and applicable provisions of the Navy Marine Corps Intranet (NMCI) contract.

GFP and GFS furnished to the SP are solely for use in the direct performance of the work specified in this PWS. The SP shall not use any GFP or GFS provided under this award for the performance of any other work in effect simultaneously or at the same work site. Use of any other GFP or GFS in performance of work not required by this PWS constitutes fraud. Further, the SP shall not remove GFP from the PRC unless approved in writing by the Designated Government Representative (DGR).

C-3.1.1 Interface with Other Contractor and Government Personnel to Include Shared Property, Facilities, Equipment, and Materials

In performance of this award, the SP shall have access to other Government property including, but not limited to, office space, copiers, printers, file retrieval systems and FAX machines. This property is "common usage" property (i.e., available for use by both SP employees and non-SP employees working at the PRC) and is not accounted for in TA-1. The only property that the SP is guaranteed exclusive usage of is that listed in TA-1. As such, the SP shall plan accordingly and recognize that such property may not always be free from other use (i.e., available) and operational.

C-3.1.2 Joint Opening Inventory

Prior to the start of full performance, the SP and the Government shall conduct a joint inventory of GFP. The SP and the Government shall complete the initial inventory no later than 30 calendar days after the start of the transition period. This inventory shall detail the material description and quantities of all GFP and determine the exact number, functional area and serviceability of the GFE. The SP and the Government will certify the findings of this inventory. The SP shall assume accounting responsibility, and subsequently report inventory discrepancies to the DGR. In the event of a disagreement between the SP and the DGR concerning the working order and condition of such property, the SP shall notify the Contracting Officer (KO) within 7 calendar days of the completion of the inventory. The KO will render a decision within 20 calendar days of the SP's notification.

C-3.1.3 Inventory Acceptance and Accountability

The GFP and GFS are offered to the SP on a one-time basis; once an item is rejected, it will not be available to the SP again. Within 7 calendar days of completing the joint inventory, the SP shall notify the DGR in writing of GFP and GFS the SP rejects. Rejection of GFP and GFS shall not relieve the SP of responsibility in performance under this award.

C-3.1.4 Annual Inventory

Thirty calendar days prior to the end of the base year period of performance and 30 calendar days prior to the end of option year one and each option year thereafter, the SP shall conduct an annual inventory of all types of GFE and GFF assigned for use by the SP. The SP shall report the results of this annual inventory to the DGR within 7 calendar days of the completion of the inventory. This report shall include:

- 1) a list of all GFE and GFF inventoried;
- 2) a list of missing and unserviceable GFE and the corresponding equipment furnished by the SP to replace missing and unserviceable equipment;
- 3) the condition of each GFF.

The SP shall:

- 1) replace all missing and unserviceable GFE;
- 2) repair all damaged (serviceable) GFE excepting normal wear and tear;
- 3) repair all damaged GFF excepting normal wear and tear to bring inventories back to the level documented by the original joint inventory held at the start of the award.

C-3.1.5 Joint Closing Inventory

Thirty calendar days prior to the completion of performance under this award, the SP and the Government shall conduct a joint closing inventory of all GFE and GFF the SP proposes to turn over to the Government. The SP shall:

- 1) replace all missing/unserviceable GFE;
- 2) repair all damaged (serviceable) equipment excepting normal wear and tear;
- 3) repair all damaged GFF excepting normal wear and tear.

Final payment for work performed under this award will be withheld until the SP has made full restitution to the Government for all missing and unserviceable GFE, damages to GFF and repair costs for damaged serviceable GFE and/or damages to GFF.

C-3.2 Government Furnished Property

The Government will provide, without cost, the equipment, facilities, materials, software, and services listed below and detailed in TA-1 for use on-site in connection with and under the terms of this award. GFE, GFF, GFM and Government-furnished software rejected for use by the SP under this award shall be returned to the DGR by the SP and will not be available for future use.

C-3.2.1 Government Furnished Equipment (GFE)

The Government will provide the SP the use of GFE as listed in TA-1 for use on-site. The SP shall then assume or reject responsibility for the GFE. If accepted, the Government will provide maintenance and repair of the equipment listed in TA-1, except in cases of damage due to SP negligence. Upon completion of performance, the SP shall be responsible for returning all GFE to the DGR in the same condition as received, less normal wear and tear, or, in the cases of missing and unserviceable equipment, provide like replacement equipment acceptable to the DGR at no additional cost to the Government. The SP is solely responsible for replacing missing or damaged GFE with like property in the event that GFE is lost or damaged. Any warranties and maintenance agreements for that replacement GFE shall be provided to the Government. All GFE, and the use of the GFE, shall be subject to the inspection and approval of the DGR during the life of this award.

C-3.2.2 Government Furnished Facilities (GFF)

The Government will provide GFF listed in TA-1 for use by the SP. This GFF will be provided "as is." Any unsafe or non-operational condition of the GFF shall be reported to the DGR within 7 calendar days of the GFF being provided to the SP for performance of work under this award. The DGR will resolve any unsafe or non-operational condition of GFF within 15 calendar days of report of these conditions. Further, any damage by the SP to the Government provided spaces (other than normal "wear and tear") shall be immediately reported to the DGR. The Government will, at its option, determine whether the SP shall make the repairs or whether the Government will obtain the repairs through other means. In the latter case, the SP shall be responsible for any costs to the Government in making such repairs.

C-3.2.3 Government Furnished Information (GFI)

The Government will provide to the SP during the transition period, documents/files similar to those described in the "Documentation to be Maintained" sections of C-5. GFI has been acquired or generated by the incumbent SP and is relevant to performing services under this award. Unless stated otherwise, the SP shall retain each document/file IAW "Documentation/Files Retention Period" Section C-5.2.

C-3.2.4 Government Furnished Materials (GFM)

The Government will furnish an approximate 30-day supply of materials as listed in TA-3. The SP and the DGR shall jointly inventory the materials during the 30-calendar day transition period. Once the initial supply of materials is depleted, the SP shall provide, at SP cost, all materials for the duration of the award. Upon completion or termination of the award, the SP shall return an appropriate 30-day supply of materials. Note: The Government will furnish all NAS Supply Department and CO, NAS letterhead necessary for performance under this Award.

C-3.2.5 Government Furnished Software

The SP will be provided the basic NMCI computer set-up, as located at <http://www.eds.com/nmci/clin001ab.htm>. The commercial and Government-sponsored automated software and systems listed in TA-1 may be requested by the SP to perform work in accordance with requirements in the PWS. The latest versions of the software available to the Government will be made available to the SP. Government sponsored automated systems require password access, which will be approved by NAS Supply Officer, Deputy NAS Supply Officer. The SP may request additional software from NMCI, as required, if the requested software is supported by NMCI. The SP shall not load software that is not approved/supported by NMCI to Government furnished computers.

C-3.3 Government Furnished Services (GFS)

C-3.3.1 Utilities

The Government will furnish water and electricity at existing outlets as may be required for the work to be performed under this award, at no cost to the SP. The SP shall ensure all employees operate in a manner to preclude waste of utilities (See NAVAIRINST 11010.5).

C-3.3.2 Telephone Service

The Government will provide the telephones currently located in facilities provided for SP use at no cost to the SP. Telephones are those authorized for transaction of official business of the supported Government organizations, with access to the commercial telephone lines as necessary to perform work requirements. These telephone lines are for "Official Use" only. SP personnel shall not relocate Government-furnished telephone equipment or in any way tamper with the

telephone distribution system. The SP shall not install its own telephone system or handsets. The SP shall notify the DGR when maintenance or repair of telephones is required.

C-3.3.3 Postal or Installation Distribution

The Government will provide regular mail distribution and pickup to the areas included within this award. This includes the distribution and pickup of U.S. Postal Service and Guard Mail. The SP shall use the U.S. Postal Service and Guard Mail only for official U.S. Government business in direct support of this award. The SP shall be responsible for mail necessary for internal SP business.

C-3.3.4 Custodial Services

The SP shall maintain the cleanliness of assigned workspaces (i.e., desk area, desk, work tables, etc). The Government will provide trash pick-up, vacuuming and restroom cleaning of GFF. The quality level of these services provided to the SP staff occupying GFF will be consistent with the quality level provided to all other staff occupying other GFF.

C-3.3.5 Refuse Collection

The Government will provide refuse/recycling collection throughout GFF. The SP shall comply with all NAS/NAWCAD recycling initiatives. The SP shall not dispose of material considered to be hazardous in trash/recycling receptacles.

C-3.3.6 Office Automation Environment

The Government will furnish the SP's personnel access to the NAST Headquarters e-mail system (currently Microsoft Outlook/Exchange), Microsoft Office Suite, Intranet, Internet and Web Browser, Corporate Applications and WingSpan. SP access will also be provided to the Government-furnished software listed in TA-1. These systems shall be utilized for conducting "Official Business" only. The NMCI contractor will provide hardware and software application assistance via the NMCI Help Desk. In addition, the NMCI contractor will provide routine maintenance and normal wear and tear repairs of GFE relevant to information management.

The Government will provide secure access to the NAS Network for all computers used by the SP which are located on the PRC. Should the SP require access from outside the PRC, the SP shall provide all necessary equipment to connect to the NAS Network. The Government will provide access to the NAS Network by providing the necessary IDs and passwords.

C-3.3.7 Hazardous Waste Disposal

The Government will provide services to dispose waste from hazardous materials such as paints, oils, glues, etc. through the Government Hazardous Material Control and Management Program (HMC&M) aboard NAS Pax River and the Webster Field

Annex. The SP shall comply with NASPAXRVINST 5090.1 "Environmental Compliance and Enhancement Program," NASPAXRVINST 4010.5 "Hazardous Material Control and Management Plan" and NASPAXRVINST 4010.6 "Hazardous Waste Management Plan Implementation Order."

C-3.3.8 Pest Management Services

The Government will provide pest control services of interior spaces and exterior spaces for all GFF listed in this award. The SP shall cooperate with any regularly scheduled pest management services. The SP shall notify the DGR when other than regularly scheduled pest management services are required.

C-3.3.9 Police and Fire Protection

The Government will provide police and fire protection services aboard the PRC and the Webster Field Annex. In the event of a fire, the SP shall call 911 for emergency fire fighting services. The SP shall participate in Government conducted fire drills and other emergency drills. Advance notice of drills may or may not be given. In the event of the need for police services or if a crime has been committed, the SP shall call 911 for police services.

C-3.3.10 Security Requirements

The SP shall allow 5 working days prior to starting a new employee to allow the Government time to provide required security badges and automobile decals to ensure base access. In addition, where required, the SP shall obtain appropriate personnel security clearances.

C-3.3.11 Base Taxi Service

The SP shall have access to the Government Base Taxi Service which provides transportation services between locations aboard the NAS PRC, Solomons Annex and the Webster Field Annex.

C-3.3.12 Government Provided Training

The Government provides training for its employees on Government unique computer software applications, databases and systems. The Government will also provide this training to the SP prior to full award performance. The Government will provide initial training to SP personnel, on-site at the PRC, during the transition period. This training will be provided once, with a make-up session scheduled, if required. At its option, the Government may choose to provide this training via formal classroom training with the SP or via hands-on one-on-one training with SP personnel. Within 60 calendar days of award, the DGR will provide the SP with a schedule of the available training (and available make-up sessions), the location, and approximate duration for each unique Government software application, database, and system training course/hands-on session. The SP is responsible for all costs associated with traveling to/from the PRC to attend this training. Special arrangements for access to the PRC for this training may

be made through the DGR. This training will be offered to the SP staff only during the transition period. No further training will be provided on the existing Government unique systems. The SP is responsible for providing any training that new and replacement SP staff need to perform the tasks identified in this PWS. Therefore, the Government will offer the training during the transition period to SP staff that will be performing work under this award, as well as any SP staff that the SP elects to use as SP trainers for additional/replacement staff (i.e., a "train the trainer" scenario).

In addition, SP personnel may be required by the Government to attend formal classroom or hands-on one-on-one training such as training on updated or completely new database management systems, or new Government unique hardware or software applications. In this event, the training will take place on-site at the PRC during normal working hours without any additional compensation to the SP. This training will be offered to the SP as initial training on the new or revised system, hardware, or software application. Training for any new and replacement staff after the initial training period is solely the responsibility of the SP. In the event that the SP's employees do not attend the Government provided training sessions (or any make-up session the Government elects to have for its employees) on current, updated or new Government unique office automation products, the SP will be responsible for providing this training to employees at the cost of the SP.

C-4 Section C-4, SP Furnished Items

C-4.1 General Information

Except for those items or services specifically stated in Section C-3 as Government furnished, the SP shall furnish everything needed to perform under this award according to all its terms. Estimated material usage are provided in TA-3.

C-4.2 Compliance with Requirements

All SP furnished materials, supplies, parts, etc. shall meet manufacturer specifications or Government approved deviations. The SP furnished equipment shall meet the same safety requirements as those established for Government equipment.

C-5 Section C-5, NAS Supply Support Services

C-5.1 Introduction

The Naval Air Station (NAS) Patuxent River Supply Department manages, operates, and maintains full-service supply functions, facilities and capabilities necessary to support the research, development, test and evaluation missions of the commands aboard the Patuxent River Complex (PRC). The SP shall provide services identified in this PWS for the NAS Supply Department and to customers at the PRC. Services required by this PWS may be provided to customers external to the PRC, but all of the work required to perform the services can be accomplished by the SP aboard the PRC, except as specified. The following customer organizations currently reside within the PRC: Naval Air Systems Command Headquarters (NAVAIR); Program Executive Offices Air Anti-Submarine Warfare, Assault, and Special Missions Program (PEO(A)); Joint Strike Fighter Program (PEO(JSF)); Tactical Aircraft Programs (PEO(T)); Strike Weapons and Unmanned Aviation (PEO(W)); Naval Air Warfare Center Aircraft Division (NAWCAD); Naval Air Station Patuxent River (NAS); and approximately 50 other tenant commands (Tenant commands are those commands that maintain a host-tenant agreement with the NAS, and under which NAS provides services.). The customer base encompasses civil servants, military personnel and contractors. The NAS Supply Department is a UADPS-U2 non-Fleet Industrial Supply Center (FISC) activity.

The SP shall utilize the automated information systems (AISs)/databases (e.g., UADPS-U2, RAPS, NALCOMIS, etc.) mentioned within this PWS. If a new or replacement mandated AIS/database is deployed, the SP shall utilize that new/replacement AIS/database. Many of the SP's services relevant to the AISs/databases impact the NAS Supply Department and external entities such as PRC Comptroller offices and Inventory Control Points (ICPs).

Mandated modernization efforts by the Government with respect to information sharing and management are ongoing. There is a high probability that mandated AISs/databases will change during the period of performance of this Award. In many instances in the descriptions of services within this PWS, there are requirements for the SP to add, update, or validate information within specific AISs/databases. If those AISs/databases are replaced during the period of performance under this award, the SP shall be required to continue to perform similar services that were required with replaced AISs/databases.

The services to be performed by the SP are:

- 5.3 Requisition Processing Services
- 5.4 Requisition Monitoring Services
- 5.5 Receipt Document Processing Services
- 5.6 Inventory Integrity Services
- 5.7 Systems Analysis Services

The services outlined above and described in addressed Section C-5 are not a reflection or indicator of any current or required organizational arrangement. They represent the services currently performed by a core of Government and contractor personnel.

Within 30 days of Award, the SP must identify the local telephone number(s) and points of contact for customers to contact regarding each service category (C-5.3 through C-5.7). Additionally, the SP shall place a sign identifying the entrance to each onsite branch of their organization, unless already present.

The SP shall regularly report to the Government the quantities of services performed by the SP in support of this Award (See Contract Data Requirement List (CDRL B0001).

C-5.2 PWS Organization

Each section of C-5 contains the following subsections:

- Requirements- A set of performance statements that describe succinctly individual tasks and results the Government requires from the SP applicable to the services described in the section.
- Conditions of Performance- Describes the “Work Environment” and “Interactions/Authorities” for the SP. The Interactions/Authorities subsection identifies entities the SP may interact with from time to time regarding the services described in the section.
- Directives/Publications- Lists the “Mandatory” and “Advisory” Directives/Publications applicable to the services described in the section.
- Government Forms- Lists the “Mandatory” and “Advisory” forms applicable to the services described in the section.
- Deliverables- The “Contract Data Requirements Lists” (CDRLs) that the SP must provide to the Government applicable to the services described in the section.
- Documentation to be Maintained- Refers to the documentation that the SP is required to maintain/retain and provide to the Government upon request applicable to the services described in the section. This documentation could be generated by the SP or received from other sources. The SP shall retain all documentation specified in the “Documentation to be Maintained” tables for the current and two preceding fiscal years, unless otherwise specified. All “Documentation to be Maintained” shall be accurate and complete, with an AQL of 5%. “Documentation to be Maintained” must reflect compliance with applicable timeliness standards. The SP shall obtain DGR approval prior to destroying/purging any document.

Standards of Performance- Defines the requirements that the Government requires in the performance of this award in terms of quality and timeliness applicable to the services described in the section. The performance standards that the Government anticipates directly surveilling as a means of assessing SP performance are listed in tables at the end of each respective section of C-5. Other quality and timeliness standards are included in the description of requirements and may not be included in the tables at the end of each section. The SP is expected to meet these requirements even though the Government does not expect to surveil these standards. The Government reserves the right to modify the standards that will be surveilled at any time during SP performance, and the surveillance information contained in the tables is provided for information purposes only.

- Standards of Quality- This measure defines the performance standard for a task, such as “accurate and complete.” Unless otherwise stated, accurate shall be defined as “lacking errors” and complete shall be defined as “finished” or “having all necessary parts, elements or steps.”
- Standards of Timeliness- This measure defines the SP’s required response times for performing a task.
- Workload Measurements- Describes the SP’s Activity, workload indicators and a 5-year workload projection, which is based upon historical data or anticipated events that will cause deviations between projected and historical workload applicable to the services described in the section.

NOTE: In general, where workload measurements appear to be “constant,” the workload projections reflect a reasonably consistent customer base throughout the performance period.

C-5.3 Requisition Processing Services

A large majority of customer activities submit requisitions for National Stock Number (NSN) items utilizing RAPS. RAPS interfaces with the UADPS-U2 system which processes the requisition for issue from NAS Supply Department stock, places the requisition on backorder or refers the requisition to an external stock point. Most requisitions are processed without the NAS Supply Department having to intervene in the preparation of or flow of the requisitions through the Supply system. The following services are relevant to instances where the SP needs to assist the customer in the preparation/flow of their requisition.

C-5.3.1 Requirements

C-5.3.1.1 Processing Requisitions

C-5.3.1.1.1 Processing PRC bearer pick-ups from NAS Supply Department

The SP shall process PRC bearer pick-up requisitions (must be Issue Priority Group 1-7) from NAS Supply Department. Bearer pick-ups refer to requisitions filled when the customer accepts receipt of the material at the warehouse, vice delivery of the material to the customer. Associated with providing this service, for each bearer pick-up, the SP shall:

- Upon receipt of customer request for material, perform a stock check to determine if the NAS Supply Department has sufficient quantity of stock on-hand. The SP shall perform UADPS-U2 checks of the inventory level of the requested items and request the personnel in the appropriate warehouse perform and report to the SP the results of a physical stock check.
 - If item(s) are on hand in sufficient quantity to fill the requisition, notify the customer and alert the warehouse that customer will be arriving to pick-up material.
 - Request the customer bring a RAPS print-out of the requisition to the SP that includes the RAPS tracking number associated with the requisition.
 - Within 1 working hour after receipt of request from customer, commit requisition in RAPS and provide copy of RAPS print-out of the requisition to the customer to take to the warehouse to accept receipt of the material..
 - If item(s) are not on hand in sufficient quantity to fill the requisition, notify the customer NLT 1 working hour after receipt of request from customer. Note: The customer may request the SP perform a Requisition Off Line (ROL)/phone set-up (process ROL/phone set-up IAW Section C-5.3.1.1.3).

C-5.3.1.1.2 Processing Issue on Requisition (IOR)

The SP shall process IORs (for non-aviation supply items) when the following criteria are satisfied:

- The requisition falls within UMMIPS Issue Priority Group 1 (Issue Priority Group 1= Priority codes 01-03).
- The requisition involves work stoppage, safety, emergency or security issues.
- UADPS-U2 is inoperable.

The SP shall complete processing of each IOR within 1 working hour of receipt of IOR. Associated with providing this service, for each IOR, the SP shall:

- Determine location of requested item from UP90 Listing (Duty Officer IOR Issue Listing) in order to request a physical stock check in the warehouse to determine if the NAS Supply Department has sufficient stock on-hand to fill the requisition.
 - If item(s) is/are on hand and in sufficient quantity to fill the requisition, alert the warehouse that customer will be arriving to pick-up material.
 - Request the customer provide a RAPS National Stock Requisition print-out of the requisition or a completed DD 1348-1 hard card to the SP.
 - Stamp RAPS print out/DD 1348-1 hard card (IOR request), indicating approval and warehouse location. Provide original copy to customer to take to the warehouse to pick up the material.
 - Enter requisition to UADPS-U2 as an IOR when system becomes operational.
 - If item(s) is/are not in stock or is/are not in sufficient quantity to fill the requisition, contact customer to inform them that the material is not available. Note: The customer may request the SP to perform a Requisition Off Line (ROL)/phone set-up (process ROL/phone set-up IAW Section C-5.3.1.1.3).

C-5.3.1.1.3 Processing phone set-up requisitions

The SP shall process phone set-up requisitions. Performing a phone set-up means that initial requests for requisitioned material(s) are received over the telephone. The 2 primary scenarios encountered in providing this service are:

- An off-station customer whose requisition can be filled by NAS Supply Department; or
- An on-station customer whose requisition cannot be filled by NAS Supply Department and the customer or designee will perform pick up at another stock point or requests express shipment. Note, the customer will usually locate the stock point to fill their requisition, but the SP may be required to assist in the location of material(s).

Associated with providing the service when an off-station customer's requisition can be filled by NAS Supply Department, the SP shall:

- Request that the customer FAX or e-mail a written request containing sufficient requisition information. Enter requisition information into UADPS-U2 NLT 1 working hour after receipt of written request from customer.
- Coordinate issue of requisitioned material(s) IAW customer's requested method of material delivery/pick-up:

- If the customer, or a customer-designated third party, will pick up the requested items from the appropriate warehouse, provide the customer or designee with instructions regarding location of warehouse and procedures for pick up. Additionally, provide material issue instructions to the warehouse personnel.
- If the customer requests that the item(s) be shipped, provide material issue instructions to warehouse personnel and written shipping instructions to the Shipping Branch.
- If the customer requests that the item(s) be made available for pick up by airplane at NAS Patuxent River Air Operations, the SP shall provide details of the incoming plane to NAS Patuxent River Air Operations, provide material issue instructions to warehouse personnel, and provide shipping instructions to Shipping Branch.

Associated with providing the service when an on-station customer's requisition cannot be filled by NAS Supply Department, the SP shall:

- Locate the requisitioned materials if the customer has not provided location or if the location provided by the customer cannot be verified.
- Verify that an ICP/other stock point can fill the requisition.
- Within 1 working hour after verification that ICP/other stock point can fill the requisition, request that the customer provide the SP with a RAPS Requisition Order Form for the requisition that includes the RAPS tracking number associated with the requisition.
- Assign a document number using next available Serial Number from SP maintained Serial Number Logbook to the requisition in RAPS and input ROL in UADPS-U2. TA9 is a complete list of all serial number ranges.
- Within 1 working hour of receiving RAPS Order Form from the customer, provide requisition information and material issue instructions to the ICP/stock point.

C-5.3.1.1.4 Processing requisitions on behalf of customers

The SP shall process requisitions on behalf of customers that do not have established RAPS accounts within 1 working day of receipt of requests. Associated with providing this service, the SP shall:

- Receive a completed DD Form 1348 requisition request from the customer.
- Enter the requisition data into UADPS-U2.
- Correct any exceptions that occur in UADPS-U2.

C-5.3.1.1.5 Processing special clothing requisitions

The SP shall process special clothing requisitions, referring to requisitions for special measurement clothing, headwear, and/or footwear, or orthopedic footwear NLT 3 working days of receipt of request. Associated with providing this service, the SP shall:

- Receive completed DD Forms (DD 358 and/or DD 150) from customer.
- Prepare a DD Form 1348-1 for each item of clothing listed on each DD Form (358 or 150). Assign a document number using next available Serial Number from SP maintain and annotate the number on each form. TA9 is a complete list of all serial number ranges.
- Enter requisition data to RAPS for record purposes as an ROL.

- Use FAX or registered mail to submit each DD 1348-1 along with supporting DD 358 or DD 150 to the Defense Supply Center (DSC) Philadelphia.
- Closeout requisition record in RAPS upon obtaining proof of delivery documentation.

C-5.3.1.1.6 Processing Defense Industrial Plant Equipment Center (DIPEC) requisitions

DIPEC items do not have an assigned National Stock Number (NSN) and fall within 3400 series Federal Supply Classification codes. Associated with providing this service, the SP shall:

- Receive DD Form 1348 (6 part), Section I of DD Form 1419 (DoD Industrial Plant Equipment Requisition), and requirements package from the customer activity. The requirements package includes technical item specifications, drawings, vendor information, etc.
- Enter requisition information (Doc ID Z0A) into UADPS-U2 for record purposes.
- Complete Section II of the DD Form 1419 IAW the instructions cited at http://www.uaf.edu/grcon/manual/sec_e.html.
- Submit 4 copies of DD Form 1419 (Sections I and II only) to the DGR for completion of Section III.
- Mail 3 copies of the DD Form 1419 and requirements package to DIPEC, Defense Supply Center (DSC), 8600 Jefferson Davis Highway, Richmond, VA 23297. Retain 4th copy in pending files.
- Receive DD Form 1419 (with Section IV or V completed) from DIPEC.
 - If Section IV of the DD Form 1419 is completed by DIPEC, provide form to the customer activity. Request customer activity return form to the SP upon completion of Sections VI, and either VII or VIII. Upon receipt of DD Form 1419 from the customer activity, the SP shall:
 - Submit DD Form 1348, DD Form 1419, and requirements package to the NAS Comptroller for completion of a DD Form 448 (Military Inter-Departmental Purchase Request) if customer activity completes blocks VI and VII (i.e., indicates item(s) are acceptable). Obtain a copy of the DD Form 448 from NAS Comptroller.
 - Submit a letter to DIPEC requesting cancellation of the DIPEC order with the DD Form 1419 attached and cancel requisition from requisition status file in UADPS-U2, if customer activity completes blocks VI and VIII (i.e., indicates item(s) are not acceptable).
 - If Section V of the DD Form 1419 is completed, notify the customer activity of item(s) non-availability, delete requisition from requisition status file in UADPS-U2, and coordinate purchase of the item(s) from alternative source if requested by the customer activity.
- Upon obtaining proof of delivery documentation, closeout requisition record in UADPS-U2.

C-5.3.1.2 Identifying and correcting requisitions that are pending in UADPS-U2

The SP shall identify on a daily basis each requisition that has excepted out of UADPS-U2. Not later than 1 working day after the requisition is identified as excepted, the SP shall take corrective action to pass the requisition through the system for order fulfillment. In some cases, errors are related to requisitions that have processed within RAPS, but excepted out in UADPS-U2 for various reasons, including: clerical errors, restriction coded items, system non-availability, etc., resulting in what is referred to as “program exceptions.” For requisitions referred off-station for fulfillment, there may be instances where exceptions occur in the Local Referral Program that interfaces with UADPS-U2, resulting in what is referred to as “failed program validations.” In other cases, errors are related to off-station referrals of requisitions from ICPs or other stock points that are already within UADPS-U2.

C-5.3.1.3 Process transaction error corrections

Modifications or deletions are required when invalid data or records are in UADPS-U2 files and are not correctable by the user. Associated with providing this service, the SP shall:

- Obtain/receive authorization from the DGR prior to modifying/deleting the transaction record/data.
 - In cases where transaction errors are discovered by the SP, the SP shall obtain authorization from DGR to modify/delete the transaction record/data.
 - In cases where transaction errors are discovered by users, the SP shall receive authorized modification/deletion request from DGR. The SP shall perform research to determine if a modification or deletion is appropriate. If modification or deletion is necessary, compile information to correct record/data, including obtaining information from user. If no SP modification or deletion is appropriate, notify the DGR and provide user with corrective procedures.
- Modify/delete transaction record/data and inform the user of action taken, as follows:
 - If transaction record/data requires modification, process the applicable change.
 - If existing transaction record/data requires deletion and the transaction is not valid, delete record/data.
 - If existing transaction record/data requires deletion but the transaction is still valid, the SP shall:
 - Request RSA Jacksonville switch the file pointer to ensure that the proper file is executed
 - Re-create the record from the source document
 - Contact the user if the transaction needs to be re-processed.

C-5.3.1.4 *Processing requisition cancellation, follow-up, modification, re-instatement and shipment status requests*

The SP shall process in UADPS-U2 requests from customers and NAVICPs for requisition cancellation, requisition follow-up, requisition modification, requisition re-instatement and requisition shipment status, and report results of actions to requestor within 1 working day of receipt of requests. Requests may include any combination of the above and will be received by the SP in various forms, such as: in-person or via telephone, FAX, e-mail, letter/memo, Naval message, or "Incoming AUTODIN" Listing.

C-5.3.1.5 *Process Proof of Delivery (POD) status for local delivery*

Not later than 5 working days after receipt of signed POD copies (DD 1348-1) from Material Division for local issues to customers, the SP shall update UADPS-U2 Requisition Status File with POD information. Forward completed POD copies to NAS Supply Department Central Files.

C-5.3.1.6 *Performing Material Disposal Follow-On Process*

On a monthly basis, the SP shall perform material disposal follow-on processing, including establishing, updating, and/or completing excess status file records in UADPS-U2 for items sent from the NAS Supply Department to Defense Reutilization and Marketing Office (DRMO) at Ft. Meade, MD. In providing this service, the SP shall comply with the requirements of the Excess Disposal Processing Users Manual, Chapter 8, Customer Service sections.

C-5.3.1.7 *Preparing and submitting UMMIPS Report and abuse letters*

The SP shall prepare and submit a UMMIPS Report and UMMIPS abuse letter(s) (CDRL B0002) NLT 10 calendar days following the end of the month reported on. Associated with providing this service, the SP shall:

- Use RAPS to obtain monthly quantity counts of requisitions by UMMIPS codes for each customer activity located within the PRC.
- Prepare and submit monthly UMMIPS Reports to the Government.
- Prepare UMMIPS abuse letters in accordance with NASPAXRIVINST 4614.2_ and submit for Government approval. Upon approval, send the UMMIPS abuse letter(s) and applicable portion of the UMMIPS Report to each addressee(s).

C-5.3.1.8 *Responding to customer/stakeholder inquiries*

The SP shall provide at least an initial response to customer/stakeholder inquiries within 2 working hours of receiving the inquiry. If the initial response does not provide resolution to the inquiry, the SP shall provide any additional efforts required to resolve the inquiry. Inquiries may be received by the SP in various forms, such as in-person, telephone, e-mail, or FAX. The following are some examples of the types of inquiries the SP may encounter:

- Requisition procedure questions such as how to initiate a requisition, how to return items, or status of ordered item.

- NAS Supply item information requests such as clarifying the price of an item when the item descriptions and prices listed provided in FEDLOG differ from corresponding information contained in RAPS/UADPS-U2.
- Stock check requests.

C-5.3.2 *Conditions of Performance*

C-5.3.2.1 *Work Environment*

- Workload Peaks: Based on incumbent SP experience, predictable workload peaks occur during the end of each FY.
- Workload Valleys: Based on incumbent SP experience, predictable workload valleys occur from June through July and mid-November to the first week in January.
- Information Sources: To perform some of the above-mentioned services, the SP must be capable of detecting/finding information. Examples of these services include:
 - Identifying and correcting requisitions that are stopped in RAPS/UADPS-U2.
 - Preparing and submitting UMMIPS Use Reports and proposed abuse letters.

In other words, in most cases, the performance of those services does not occur as a result of a customer/stakeholder bringing the need for the service to the SP's attention. The incumbent SP currently reviews numerous different UADPS-U2 stock listings that are reissued at various frequencies (e.g., daily, weekly, monthly, quarterly). Additional information sources include web sites, NAS Supply Department offices' files/records, Comptroller, ICPs, other stock issue points and warehouse storage areas.

- Interruptions: The incumbent SP encounters numerous interruptions throughout each working day in the form of customers asking for assistance/guidance. In some cases, customers mistakenly contact the incumbent SP when their requisition is being processed by a different supply entity such as Solomons supply entity.

C-5.3.2.2 *Interactions/Authorities*

- Requisitioners/customers
- Requirements Branch
- ICPs
- Other stock issue points
- Comptroller
- NAS Supply Department warehouse personnel
- Shipping office
- Base Air Operations Office
- DSC Philadelphia
- DSC Richmond
- DRMO Ft. Meade

- RAPS Team

Note: The list of Interactions/Authorities may not be all-inclusive and is subject to change.

C-5.3.3 Directives/Publications

* Electronic version unavailable. Hardcopy version available for viewing by appointment.

Document Number	Title	Date	Mandatory (M) or Advisory (A)	Location
NAVSUP Publication 485 Vol II	Naval Supply Procedures Supply Appendices	21 Oct 97	M	http://www.navsup.navy.mil Naval Logistics Library / Commercial Access Category: Publication Keyword: 485
NAVSUP Publication 485 Vol III	Naval Supply Procedures Supply Ashore	9 Jun 98	M	http://www.navsup.navy.mil Naval Logistics Library / Commercial Access Category: Publication Keyword: 485
NAVSUP Publication 723	Navy Inventory Integrity Procedures	19 Apr 00	M	http://www.navsup.navy.mil Naval Logistics Library / Commercial Access Category: Publication Keyword: 723
DoD 4160.21-M	Defense Reutilization and Marketing Manual	May 98	M	http://www.dlaps.hq.dla.mil/SR2.htm
U2 Users Manual, Ch 8	Application M, Excess/Disposal Processing	1 Sep 99	M	*
	UADPS-U2 Exception Codes and Correction Procedures Manual	14 Nov 00	M	*
	Customer Service Procedures Manual		M	*
NASPAXRIVINS T 4614.2_	Uniform Material Movement and Issue Priority System (UMMIPS) and Force/Activity Designator (F/AD)	27 May 98	M	http://directives.navair.navy.mil

C-5.3.4 Government Forms

* Electronic version unavailable. Hardcopy version available for viewing by appointment.

Form Number	Title	Date	Mandatory (M) or Advisory (A)	Location
DD 1348 (6-PT)	DoD Single Line Item Requisition System Document (Manual)	1 Mar 74	M	http://www.dior.whs.mil/CDHOME/DDEFORMS.HTM
DD 1348-1	DoD Single Line Item Release/Receipt Document	1 Mar 74	M	http://www.dior.whs.mil/CDHOME/DDEFORMS.HTM
DD 1419	DoD Industrial Plant Equipment Requisition	1 Apr 00	M	http://www.dior.whs.mil/CDHOME/DDEFORMS.HTM
DD 150	Special Measurements Blank for Special Measurement/ Orthopedic Boots and Shoes	1 Feb 91	M	*
DD 358	Measurement Blank – Special Sized Clothing for Men, Armed Forces	1 Jun 90	M	*
SF 364	Report of Discrepancy (ROD)	1 Feb 80	M	http://www.dior.whs.mil/CDHOME/SFEFORMS.HTM

C-5.3.5 Deliverables

CDRL Number	Title
B0002	UMMIPS Use Report and Proposed Abuse Letter(s)

C-5.3.6 Documentation to be Maintained

The SP shall maintain the following documentation according to retention period defined in Section C-5.2.

Document	Description
Automated Information System (e.g., UADPS-U2) Reports Listings	Report Listings used by SP in performing the services.
Summary documentation of SP actions for each stopped requisition (e.g., actions taken annotated alongside corresponding requisition on UADPS-U2 report listing)	Evidence of SP actions taken to clear UADPS-U2 exceptions or failed system program validations.
Summary documentation of SP action taken in response to requisition cancellations, follow-ups, modifications, original document status, and shipment status requests (e.g., printed screen shots of RAPS/UADPS-U2 requisition records)	Summary documentation of SP action taken in response to requisition cancellations, follow-ups, modifications, original document status, and shipment status requests (e.g., printed screen shots of RAPS/UADPS-U2 requisition records)
IOR requisitions	SP-processed IOR requisitions and associated documents
Bearer pick-up requisitions	SP-processed bearer pick-up requisitions and associated documents
Phone set-up/ROL requisitions	SP-processed phone set-up/ROL requisitions and associated documents
Requisitions processed on behalf of customers (e.g., printed screen shots of RAPS/UADPS-U2 requisition records)	Requisitions processed on behalf of customers by SP (e.g., printed screen shots of RAPS/UADPS-U2 requisition records)
Special clothing requisitions	SP-processed Special clothing requisitions and associated documents
DIPEC requisitions	SP-processed DIPEC requisitions and associated documents
"Dummy" requisition documents	SP-prepared "Dummy" requisition documents and associated documents
Summary documentation of SP actions for each backordered requisition (e.g., actions taken annotated alongside corresponding requisition on UADPS-U2 report listing(s))	Summary documentation of SP actions for each backordered requisition (e.g., actions taken annotated alongside corresponding requisition on UADPS-U2 report listing(s))
CDRL B0002, UMMIPS Usage Reports	UMMIPS Usage Reports and proposed UMMIPS abuse letters

Document	Description
MTIS Requisitions file for disposal	DRMO related requisitions file
MIDAS Report file	DRMO report

C-5.3.7 Standards of Quality

PWS ¶	SP's Service	Quality Standard	AQL	Lot
C-5.3.1.1	Processing Requisitions	Accurately completed requisitions	5%	# of requisitions per month
C-5.3.1.2	Identifying and correcting requisitions that are pending in UADPS-U2	Requisitions that are pending in UADPS-U2 are identified and corrected accurately and completely	5%	# of requisitions per month

C-5.3.8 Standards of Timeliness

PWS ¶	SP's Service	Timeliness Standard	AQL	MDS
C-5.3.1.1.1	Processing PRC bearer pick-up from NAS Supply Department	Commit requisition to RAPS NLT 1 working hour after receipt from customer	0%	Not applicable
C-5.3.1.1.2	Processing IORs	Present accurately completed IOR to customer NLT 1 working hour of receipt of request	5%	NLT 1 working hours after time allowed in the timeliness standard
C-5.3.1.1.4	Processing requisitions on behalf of customers	Input accurately completed requisition data into UADPS-U2 within 1 working day of receipt of request	5%	NLT 1 working day after time allowed in the timeliness standard
C-5.3.1.2	Identifying and correcting requisitions that are pending in UADPS-U2	Identify and correct each requisition that is pending in UADPS-U2 NLT 1 working day of pending status	5%	NLT 2 working days after time allowed in the timeliness standard

C-5.3.3.9 Workload Measurements

PWS ¶	SP Service	Workload Indicator	Base Year	Year 2	Year 3	Year 4	Year 5
C-5.3.1.1.1	Processing bearer pick-up from NAS Supply Department	# of bearer pick-up (from NAS Supply) requisitions/year	40	40	40	40	40
C-5.3.1.1.2	Processing IORs	# of IOR requisitions/year	16	16	16	16	16
C-5.3.1.1.3	Processing phone set-up requisitions	# of phone set-up requisitions/year	17	17	17	17	17
C-5.3.1.1.4	Processing requisitions on behalf of customers	# of requisitions processed on behalf of customers/year	216	216	216	216	216
C-5.3.1.1.5	Processing special clothing requisitions	# of special clothing requisitions/year	3	3	3	3	3
C-5.3.1.1.6	Processing DIPEC requisitions	# of DIPEC requisitions/year	3	3	3	3	3
C-5.3.3.1.2	Identifying and correcting requisitions that are pending in UADPS-U2	# of UADPS-U2 program exceptions and failed validations/year	3,585	3,585	3,585	3,585	3,585
C-5.3.3.1.3	Process Transaction error corrections	# of changes/deletions to transaction records/year	11	11	11	11	11

PWS ¶	SP Service	Workload Indicator	Base Year	Year 2	Year 3	Year 4	Year 5
C-5.3.1.4	Processing requisition cancellation, follow-up, modification, original document status, and shipment status requests	# of requisition cancellation, follow-up, modification, original document status, and shipment status requests/year	169	169	169	169	169
C-5.3.1.5	Loading POD status for local deliveries	# of PODs input	10,826	10,826	10,626	10,826	10,826
C-5.3.1.6	Performing Material Disposal Follow-on Process	# of times/year DRMO records of items transferred from NAS Supply Department need to be reconciled against NAS Supply Department's records	12	12	12	12	12
		# of excess status records on items transferred to DRMO established/updated and completed/year	1700	1700	1700	1700	1700
C-5.3.1.7	Preparing and submitting UMMIPS Use Report and proposed abuse letters	# of UMMIPS Use Reports prepared and submitted/year	12	12	12	12	12
		# of proposed UMMIPS abuse letters prepared and submitted/year	31	31	31	31	31
C-5.3.1.8	Responding to customer/stakeholder inquiries relevant to requisitions	# of inquiries/year	22,081	22,081	22,081	22,081	22,081

C-5.4 Requisition Monitoring Services

The SP shall provide requisition support primarily in the realms of customer assistance relevant to outstanding requisitions (e.g., providing requisition status information, initiating a requisition modification, etc), performing Material Obligation Validations (MOVs), taking action on aged backordered requisitions, initiating RODs for discrepant receipts attributed to the shipper and responding to customer RODs. In addition, 3M requisitions for support of aircraft locally based at NAWCAD/NAS Patuxent River are processed via NALCOMIS, with exception data processed at the Aviation Support Division (ASD).

C-5.4.1 Requirements

C-5.4.1.1 *Monitoring backordered requisitions*

When on-hand stock levels cannot satisfy a customer's requisition for Issue Priority Group III (8-15) and the MSIR indicates stock is due-in, UADPS-U2 programmatically places the requisition in backorder status. Backordered requisitions are reported on the "UH30 Requisition Status File= BB for all 9 COG". For requisitions that are in a backorder status greater than 30 days and where the delivery date of the related stock due-in is not expected within 60 calendar days of the requisition date, the SP shall contact the requisitioner for direction (e.g., retain in backorder status, refer off-station or cancel the requisition). The SP shall process IAW the requisitioner's direction NLT 2 working days after the requisition attains 30-day backorder status.

C-5.4.1.2 *Processing Material Obligation Validations (MOVs)*

C-5.4.1.2.1 *Preparing and submitting responses to Inventory Control Point (ICP) Material Obligation Validations (MOVs)*

In response to receiving quarterly MOV Backorder Validation Request document listings from UADPS-U2, the SP shall prepare and submit responses for all MOVs NLT the MOV submission due date for each quarter. The submission due date for each quarterly MOV cycle is defined as 45 calendar days after the date indicated on the Backorder Validation Request document listings. These MOV Backorder Validation Listings are for outstanding requisitions that were referred off-station to the ICP.

Associated with providing this service, the SP shall:

- Validate quantity(ies) for each listed item on MOV Backorder Validation document listing against RAPS or UADPS-U2 records.
- Annotate each listed document on the MOV Backorder Validation document listing with correct quantity and if requisition is open (material still required) or closed (order canceled or completed), according to RAPS/UADPS-U2 records.
- Prepare and transmit electronic file (DOC ID AP1) response to Defense Automated Addressing System (DAAS) indicating status (open/closed) and quantity for each listed item.
- Notify the applicable ICP (Inventory Manager) of change of status between reported (open/closed or quantity) and actual status. For example, the SP may have submitted open status on certain MOV documents. Subsequent to that

- Upon MOV cycle close for processors, obtain report from RAPS Team that indicates...

requisitions and forward to the DGR NLT 5 working days after the completion date of the MOV cycle for processors.

C-5.4.1.3 *Respond to Incoming RODs*

The SP shall investigate and respond to RODs received from customers. For each ROD, all necessary SP actions shall be completed NLT 30 calendar days after receiving the ROD. Associated with providing this service, the SP shall:

- Prepare and send to the ROD initiator a letter acknowledging SP-receipt of the ROD. If it is a misaddressed ROD, meaning the ROD does not apply to the NAS Supply Department, include language to that effect in the acknowledgment letter.
- Validate ROD for accuracy of customer complaint.
 - If ROD contents are accurate, determine appropriate process(es) for correcting discrepancy.
 - If corrective action is SP's responsibility, process corrective action.
 - If corrective action is the responsibility of other than SP, coordinate the processing of corrective action.
 - Upon completion of corrective action, prepare and send response letter to ROD initiator along with ROD copy.
 - If ROD contents are inaccurate, return to customer citing reason for rejection.

C-5.4.1.4 *Preparing and submitting Report of Discrepancies (RODs) relevant to stock and DTO receipt documents*

The SP shall prepare and submit RODs for discrepancies attributable to the shipper NLT 2 calendar days after either the Receiving Branch makes the receipt document available for SP pickup, or the SP receives the discrepancy notice from the end-user or Requirements Branch. Discrepancies attributable to the shipper may include cases where receipt documents do not contain complete/accurate information or the Receiving Branch annotates discrepancies (e.g., shortages/overages/damaged items, wrong material) on the receipt documents. Associated with providing this service, the SP shall:

- Prepare RODs utilizing Shore Station Integrated Information System (SSIIS) software and send ROD along with annotated receipt document copy to shipper and ICP.
- Obtain disposition instructions from shipper and generate reverse side of original ROD document using SSIIS.
- Coordinate material disposition with holder (Receiving Branch, Storage Branch or the end-user) until shipment is completed IAW instructions provided by shipper. Provide holder with annotated ROD.
- Obtain from Shipping Branch the ROD annotated with shipment completion information.
- Upon completion of shipment, close out ROD utilizing SSIIS.

The SP shall send a ROD follow-up to shipper if a response to ROD is not received within 60 calendar days of ROD submission. The SP shall follow-up on RODs at 30 calendar day intervals thereafter. If no response to ROD is received after 180 calendar days from original ROD submission, request disposition instructions from DGR.

C-5.4.1.5 Reconciling delinquent due stock requisitions

The SP shall obtain the Delinquent Dues Listing on a monthly basis from the Requirements Branch. The SP shall review the Delinquent Dues Listing to determine the requisitions that are past due by at least 3 months and which show shipped status. Within 5 working days of the Requirements Branch making the Delinquent Dues Listing available to the SP, the SP shall determine whether to perform stock receipt document processing or to prepare a ROD for each requisition which meets both aging and shipped criteria. Associated with providing this service, the SP shall attempt to locate requisitioned material.

- If the requisitioned material is located, perform stock receipt document processing IAW C-5.5.1.1.1.
- If the research results in requisitioned material not found:
 - Utilize SSIS to prepare ROD IAW C-5.4.1.4.
 - Annotate ROD with the requisition bill number (which is found on the monthly UADPS-U2, UF43G Financial Transaction Ledger).
 - Cite “non-receipt” of material and “credit requested” on ROD.
 - Submit ROD to the ICP/shipper.
 - Send a copy of the ROD to Requirements Branch.
 - Upon receiving ROD response from the ICP granting credit, monitor UF43G to verify that credit was posted. If not posted, notify DGR.
 - Send copy of ROD response from ICP to Requirements Branch.

C-5.4.1.6 Preparing and submitting Quality Deficiency Reports

The SP shall prepare and submit Quality Deficiency Reports (QDRs) for stock material upon receipt of QDR information. Associated with providing this service, the SP shall:

- Receive QDR information from the Requirements Branch.
- Prepare the QDR (SF 368) including assigning a serial/report number to the QDR for document tracking purposes.
- Forward a completed copy of the QDR for review to requestor.

Submit completed copy of QDR in accordance with direction received from Requirements Branch.

C-5.4.1.7 Preparing and submitting Transportation Discrepancy Reports (TDRs) relevant to inbound shipments

The SP shall review all inbound shipment documents, and prepare and submit TDRs (SF 361) for inbound shipments with transportation discrepancies. Request for Information (RFI) TDRs involve shipments where the discrepancy may result in a claim against the carrier. Miscellaneous, “Non-RFI” TDRs are for all other cases. The

Receiving Branch will make available for SP pickup carrier waybill documents and notification of cargo loss/damage/overage. Associated with providing this service, the SP shall:

- Obtain originating shipping office Commercial/Government Bill of Lading (C/GBL) to compare to carrier waybill documents to determine discrepancies in originating shipping C/GBLs and carrier performance. If the C/GBL contains local Transportation Account Codes (TACs), send copies of C/GBLs and applicable shipping source documents (e.g., DD Form 1348-1, DD Form 1149) to the NAS Comptroller's Office.
- For each discrepant shipment involving a possible claim against the carrier, the SP shall:
 - Prepare and distribute the RFI TDR in accordance with Chapter 210 of DoD 4500.9-R.
 - Notify the NAS Supply Department Transportation Officer NLT 1 working hour after carrier waybill documents are made available for SP pickup or notification of material discrepancy, in cases where the discrepant shipment involves classified/protected/arms ammunition and explosives (AA&E) material.
 - Issue subsequent TDRs to non-responding parties NLT 8 calendar days after date initial RFI TDR was distributed.
 - Prepare and submit final TDR
- For each discrepant shipment that will not result in a claim against the carrier, the SP shall prepare and distribute the Non-RFI TDR in accordance with Chapter 210 of DoD 4500.9-R.

C-5.4.1.8 Responding to Stock In Transit ROD (SIT RODs) requests

The SP shall receive SIT ROD notifications via e-mail and shall access the NAVICP website (fmso_sdrs@fmso.navy.mil) to obtain the SIT ROD information. The SP shall post a response to the NAVICP website within 30 calendar days after receipt of the SIT ROD notification.

- If NAVICP identifies the NAS Supply Department as the issuing activity, either:
 - NAS Supply Department had the material to issue. The SP shall:
 - Research to determine the validity of the SIT ROD.
 - Coordinate material shipment if the SIT ROD research determines that the material is available for shipment.
 - Post response to the NAVICP website.
 - NAS Supply Department did not have the material to issue. The SP shall post response to the NAVICP website indicating that the material is not available for issue.
- If NAVICP identifies NAS Supply Department as a receiving activity, either:
 - NAS Supply Department received the material. The SP shall:
 - Research to determine the validity of the SIT ROD.

- Post receipt document information to UADPS-U2 if the SIT ROD research determines that the material was received.
- Post response to the NAVICP website.
- NAS Supply Department did not receive the material. The SP shall post response to the NAVICP website indicating that the material was not received.

C-5.4.1.9 Preparing and submitting ROD Statistical Report

The SP shall prepare and submit the quarterly ROD Statistical Report (see CDRL B0003). Associated with providing this service, the SP shall:

- Generate “Quarterly Outgoing ROD Summary Report-Other” using SSIIIS. If problem occurs during the report run notify SSIIIS programmer.
- Submit ROD Statistical Report (see CDRL B0003) to the DGR for review by the approval chain.
- Incorporate changes directed by DGR and resubmit.

C-5.4.1.10 Respond to Bounceback Report

The SP shall respond to the bounceback report that is received from NAVICP-P. This report indicates the number of requisitions referred to NAS Supply from NAVICP-P, as well as the number of referrals that could not be processed by NAS Supply for issue (a “bounceback”). Associated with providing this service, the SP shall:

- Research bounceback requisitions to:
 - Validate that the referrals listed on the report are NAS Supply documents. If inaccuracies are found on the report, notify NAVICP-P.
 - Categorize bounceback(s) by type as either not-in-stock (NIS) or not carried (NC).
- Respond to NAVICP-P with explanations for bounceback(s).

C-5.4.1.11 Research Un-reconciled Balances (URBs)

URBs occur when NAVICP-P records and the NAS Supply Department MSIR balance in UADPS-U2 do not agree after end of day processing is complete. Notification of URBs is received from NAVICP-P by e-mail or FAX. The SP shall research the Transaction Ledger on Disk (TLOD) and NALCOMIS records to identify the cause of out-of-balance asset discrepancies. The SP shall submit results of research and TLOD information on NSNs to NAVICP-P (NAVICP-P reconciles out-of-balance records) NLT 5 working days after notification from NAVICP-P. If NAVICP-P indicates that the initial submission does not provide sufficient information to resolve URB, the SP shall continue to research and provide supporting documentation to NAVICP-P until URB is resolved.

C-5.4.2 Conditions of Performance

C-5.4.2.1 Work Environment

- **Workload Peaks:** Based on incumbent SP experience, predictable workload peaks occur during the end of each FY.
- **Workload Valleys:** Based on incumbent SP experience, predictable workload valleys occur from June through July and mid-November to the first week in January.
- **Information Sources:** To perform some of the above-mentioned services, the SP must be capable of detecting/finding information. Examples of these services include:
 - Processing backordered requisitions.
 - Preparing and submitting discrepancy reports.
 - Validating MOVs.

In other words, in most cases, the performance of those services does not occur as a result of a customer/stakeholder bringing the need for the service to the SP's attention. The incumbent SP currently reviews numerous different UADPS-U2 reports that are reissued at various frequencies (e.g., daily, weekly, monthly, quarterly). Additional information sources include web sites, NAS Supply Department offices' files/records, Comptroller, ICPs, other stock issue points and warehouse storage areas.

- **Interruptions:** The incumbent SP encounters numerous interruptions throughout each working day in the form of customers asking for assistance/guidance. In some cases, customers mistakenly contact the incumbent SP when their requisition is being processed by a different supply entity such as Solomons supply entity.

C-5.4.2.2 Interactions/Authorities

- Requisitioners/customers
- Requirements Branch
- ICPs
- Other stock issue points
- Comptroller
- NAS Supply Department warehouse personnel
- Shipping office
- DSC Philadelphia
- DSC Richmond
- RAPS Team

Note: The list of Interactions/Authorities may not be all inclusive and is subject to change.

C.5.4.3 Directives/Publications

* Electronic version unavailable. Hardcopy version available for viewing by appointment.

Document Number	Title	Date	Mandatory (M) or Advisory (A)	Location
NAVSUP Publication 723, Ch 6	Navy Inventory Integrity Procedures (SDRs)	19 Apr 00	M	Http://www.navsup.navy.mil Naval Logistics Library / Commercial Access <i>Category: Publication</i> <i>Keyword: 723</i>
	UADPS-U2 Exception Codes and Correction Procedures Manual	14 Nov 00	M	*
	Receipt Control Procedures Manual	May 01	M	*
NAVSUP Publication 485 Vol II	Naval Supply Procedures Supply Appendices	21 Oct 97	M	Http://www.navsup.navy.mil Naval Logistics Library / Commercial Access <i>Category: Publication</i> <i>Keyword: 485</i>
NAVSUP Publication 485 Vol III	Naval Supply Procedures Supply Ashore	9 Jun 98	M	Http://www.navsup.navy.mil Naval Logistics Library / Commercial Access <i>Category: Publication</i> <i>Keyword: 485</i>
NAVSUP Publication 723	Navy Inventory Integrity Procedures	19 Apr 00	M	Http://www.navsup.navy.mil Naval Logistics Library / Commercial Access <i>Category: Publication</i> <i>Keyword: 723</i>
DoD 4500.9-R	Defense Transportation Regulation (DTR), Volume II, Chapter 210	Dec 00	M	http://www.dtic.mil/whs/directives Type: Publication
SUPPINST 4440.179_	Incoming Report of Discrepancy (ROD) Procedures	14 Feb 00	M	*
	UADPS-U2 Exception Codes and Correction Procedures Manual	14 Nov 00	M	*
	Customer Service Procedures Manual		M	*

C-5.4.4 Government Forms

Form Number	Title	Date	Mandatory (M) or Advisory (A)	Location
SF 361	Transportation Discrepancy Report	Mar 84	M	Http://www.dior.whs.mil/CDHOME/SFEFORMS.HTM
SF 364	Report of Discrepancy	Feb 80	M	Http://www.dior.whs.mil/CDHOME/SFEFORMS.HTM
SF 368	Product Quality Deficiency Report	Oct 85	M	Http://www.dior.whs.mil/CDHOME/SFEFORMS.HTM

C-5.4.5 Deliverables

CDRL Number	Title
B0003	ROD Statistical Report

C-5.4.6 Documentation to be Maintained

The SP shall maintain the following documentation according to retention period defined in Section C-5.2.

Document	Description
Backorder Validation Request Document Listings	SP-annotated Backorder Validation Request Document Listings
SP-Prepared RODs	SP-Prepared RODs and associated documents
SIT ROD Responses	SP-prepared SIT ROD responses and associated documents
ROD Statistical Reports	SP-prepared ROD Statistical Reports
Monthly Inventories of ROD Material Awaiting Disposition	SP-prepared documentation of monthly inventories of ROD material awaiting disposition stowed in a temporary storage area within Building 665
Delinquent Due Listing (B-UA52)	SP-annotated Delinquent Due Listings
QDRs	QDRs and supporting documentation
ROD Logbook(s)	SP-prepared and maintained summary log(s) of RODs. The log may be created/maintained within SSIS or manually. The information must be accessible to/readable by Government personnel.
Automated Information System (e.g., UADPS-U2) Reports Listings	Report Listings used by SP in performing the services.

Document	Description
Evidence of MOV performance (e.g., annotated RAPS/UADPS-U2 listings)	Evidence of MOV performance (e.g., annotated RAPS/UADPS-U2 listings)
RODs	SP-processed RODs and associated documents

C-5.4.7 Standards of Quality

PWS ¶	SP's Service	Quality Standard	AQL	Lot
C-5.4.1.2.2	Conducting PRC MOVs	Accurately completed MOVs	5%	# of MOVs per quarter
C-5.4.1.3	Respond to Incoming RODs	Accurately completed ROD response letter	2%	# of RODs per month
C-5.4.1.4	Preparing and submitting RODs relevant to stock and DTO receipt documents	Accurately completed RODs	5%	# RODs per month
C-5.4.1.5	Reconciling delinquent due stock requisitions	Accurately reconciled delinquent dues	5%	# delinquent due stock requisitions per month
C-5.4.1.7	Preparing and submitting TDRs relevant to inbound shipments		5%	# TDRs per month

C-5.4.8 Standards of Timeliness

PWS ¶	SP's Service	Quality Standard	AQL	MDS
C-5.4.1.2.2	Preparing and submitting responses to ICP MOVs	Submit each MOV NLT 45 calendar days after the date indicated on the Backorder Validation Request document listing	0%	Not applicable
C-5.4.1.3	Respond to Incoming RODs	Respond to each ROD NLT 30 calendar days after receipt of ROD	5%	NLT 30 calendar days after time allowed in the timeliness standard
C-5.4.1.4	Preparing and submitting RODs relevant to stock and DTO receipt documents	Submit ROD to shipper & ICP within 2 calendar days after either the Receiving Branch making the discrepant receipt document available for SP pickup or receiving notice from the end-user/ Requirements personnel of discrepancies.	5%	NLT 2 working days after time allowed in the timeliness standard
C-5.4.1.5	Reconciling delinquent due stock requisitions	Determine whether to perform stock receipt document processing or to prepare a ROD within 5 working days of the Requirements Branch making the Delinquent Dues Listing available to the SP	5%	NLT 2 working days after time allowed in the timeliness standard

C-5.4.9 Workload Measurements

PWS ¶	SP Service	Workload Indicator	Base Year	Year 2	Year 3	Year 4	Year 5
C-5.4.1.1	Monitoring backordered requisitions	# of backordered requisitions within requisition system when SP begins each annual performance period	15	15	15	15	15
C-5.4.1.2.1	Preparing and submitting response to ICP MOVs	# of backordered requisitions added to the requisition system/year	189	189	189	189	189
C-5.4.1.2.2	Conducting PRC MOVs	# of MOV cycles/year	4	4	4	4	4
		# of Backorder Validation Request Listing document line items/year ¹	12,858	12,858	12,858	12,858	12,858
		# of MOVs performed/year ²	8,056	8,056	8,056	8,056	8,056
		# of times/year all outstanding requisitions require MOVs	4	4	4	4	4
		# of customer activities the SP needs to request MOV input from on a quarterly basis	37	37	37	37	37
C-5.4.1.3	Prepare and submit response to incoming RODs	# of RODs/year	20	20	20	20	20
C-5.4.1.4	Preparing and submitting RODs relevant to stock and DTO receipt documents	# of RODs prepared/year	1,148	1,148	1,148	1,148	1,148

¹ Some requisitions reappear in subsequent Backorder Validation Request listings; however, the SP needs to review them to prepare the MOV related to those quarters' listings.

² Workload figures include each MOV performed on each requisition during the course of 4 quarterly MOV cycles. A single requisition may be the subject of more than 1 MOV during a single year.

PWS ¶	SP Service	Workload Indicator	Base Year	Year 2	Year 3	Year 4	Year 5
C-5.4.1.5	Reconciling delinquent due stock requisitions	# of Delinquent Due Stock Requisition Listing document line items/year	189	189	189	189	189
C-5.4.1.6	Preparing and submitting QDRs	# of QDRs submitted/year	1	1	1	1	1
C-5.4.1.7	Preparing and submitting TDRs relevant to inbound shipments	# of sets of TDRs relevant to shipments received by NAS Supply Department on G/CBLs/yr ³ # of sets of TDRs relevant to shipments received by NAS Supply Department on carrier shipping documents/yr ⁴	416	416	416	416	416
C-5.4.1.8	Responding to SIT ROD requests	# of SIT RODs/year	12	12	12	12	12
C-5.4.1.9	Preparing and submitting ROD Statistical Report	# of ROD Statistical Reports/year	4	4	4	4	4
C-5.4.1.10	Responding to Bounceback report	# of Bounce backs/year	11	11	11	11	11
C-5.4.1.11	Research/ correct URBs	# of URB requests/year	27	27	27	27	27

³ The phrase "sets of TDRs" is used because, in addition to an initial TDR, the SP shall send a subsequent TDR to non-responding parties (as applicable) and a final TDR to cancel/complete the TDR.

⁴ In some cases, shipments are not ordered via G/CBL from a shipping office. They originate from vendors in response to a Government customer's purchase of supplies/services from the vendor.